

FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday, December 19th, 2016

6:30 p.m.

Hampden Town Office

1. Meeting Minutes

a. December 5th, 2016

2. Review & Sign Warrants

3. Old Business – None

4. New Business

- a. Request for authorization for the expenditure of Voting Machine Reserve funds (01-451-00) in the amount of \$1,959.00 for the purpose of paying for the lease on three tabulators and all components**
- b. Request for authorization for the expenditure of Municipal Building Reserve funds (03-702-00) in an amount not to exceed \$3,295 for the purpose of paying for new and replacement lighting at the Town offices**
- c. Council approval and execution of the Certificate of Settlement and the Certificate of Re-Commitment of taxes to transfer custody of the Town of Hampden tax lists from retiring Tax Collector Cheryl Johnson to incoming Tax Collector Barbara Geaghan, pursuant to Title 36 MRSA § 763**

5. Public Comment

6. Committee Member Comments

7. Adjournment

FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday, December 5th, 2016

MINUTES – DRAFT

Hampden Town Office

Attending:

Councilor Greg Sirois, Chair

Mayor David Ryder

Councilor Mark Cormier

Councilor Terry McAvoy

Councilor Ivan McPike

Councilor Stephen Wilde

Councilor Dennis Marble

Town Manager Angus Jennings

Chairman Sirois called the meeting to order at 6:30 p.m.

1. Meeting Minutes

- a. **November 14, 2016** – *Motion by Councilor McAvoy seconded by Councilor Marble to approve the minutes as written. Motion passed 7-0.*
- b. **November 21, 2016** – *Motion by Councilor McAvoy seconded by Councilor Marble to approve the minutes as written. Motion passed 7-0.*

2. Review & Sign Warrants – *Warrants were reviewed and signed by Committee members.*

3. Old Business – *None*

4. New Business

- a. **Request for recommendation for Council award of contract – Old County Road Storm Drain Sliplining – referral from Infrastructure Committee** – *Based on review of the bid tab and the written recommendation from the Public Works Director, there was a motion by Councilor McPike seconded by Councilor Marble to recommend Council award of contract to CLH. Motion passed 7-0.*
- b. **Request for recommendation for Council authorization of \$800.00 in funding from the Library reserve fund (3-763-00) for the purpose of paying for roof repair** – *Councilor McAvoy made a*

motion to not recommend Council authorization of reserve funding, saying that this expense should be paid out of the Library building maintenance operating budget and that reserve should only be spent if operating budget is expended. Councilor McPike seconded the motion. Councilor McAvoy modified the motion to recommend that the Council authorize reserve funding, but noting that he would vote against the motion. Councilor Marble seconded. The modified motion passed 6-1 with Councilor McAvoy opposed.

- c. Request for recommendation for Council ratification for the prior expenditure of Matching Grant Reserve funds (3-780-00) in the amount of \$737.30 for the purpose of the town's share of the MMA Emergency Vehicle Operation Course equipment –** *Manager Jennings summarized his memo in the packet. There was a motion by Councilor Wilde seconded by Councilor Marble to recommend Council ratification of the prior expenditure of Matching Grant Reserve funds in the amount of \$737.30 for the purpose of the town's share of the MMA Emergency Vehicle Operation Course equipment. The motion passed 7-0.*

5. Public Comment – *None.*

6. Committee Member Comments – *None.*

7. Adjournment

There being no further business, the meeting was adjourned at 6:40 p.m.

Respectfully submitted –
Angus Jennings, Town Manager

**Memorandum**

TO: Town Council, Manager Jennings
FROM: Paula Scott, Town Clerk
DATE: December 13, 2016
RE: Request authorization for reserve funds

The Town of Hampden leases voting equipment from the Bureau of Corporations, Elections and Commissions which is comprised of three (3) DS 200 Tabulators, three (3) 4GB flash drives, the cases, the ballot boxes and the shipping cartons. The payment is now due for the period covering Nov. 1, 2016 – Oct. 31, 2017.

I am requesting authorization for the use of reserve account funds in the amount of \$1,959 (01-451-00) for the purpose of paying for the lease on this equipment.

cc:file

Current Account Status

G 1-451-00 GENERAL FUND / Voting Mach

-18,492.46 = Beg Bal 0.00 = YTD Net -18,492.46 = Balance
0.00 = Adjust 0.00 = YTD Enc

Per	Jrnl	Check	Date	Vendor-----	Description-----	RCB / Type	Debits	Credits
Totals-							0.00	0.00

Monthly Summary

Month	--Regular Entries--		--Balance Entries--	
	Debits	Credits	Debits	Credits
Totals	0.00	0.00	0.00	0.00

INVOICE: 170-2016

Town of Hampden
RECEIVED
DEC 05 2016

December 2, 2016

TO:
MUNICIPAL CLERK OF HAMPDEN
106 WESTERN AVENUE
HAMPDEN ME 04444

Office of the
Town Clerk

Bureau of Corporations, Elections, and
Commissions
101 State House Station
Augusta ME 04333-0101

Phone: 207-624-7648

Payment is due in our office by December 30, 2016

Quantity	Description	Unit Price	Total
	For rental of voting equipment set(s) for the period November 1, 2016 to October 31, 2017		
1	• DS200 Tabulator - 4GB Flash Drive – Case – Ballot Box – Shipping Box	\$589	\$589
2	• DS200 Tabulator - 4GB Flash Drive – Case – Ballot Box*	\$685	\$1370
	<i>*2014 Lease Adjusted for Refurbished Ballot Boxes</i>		
			\$1959

Please make checks payable to the **Maine Secretary of State** and remit to: Bureau of Corporations,
Elections, and Commissions, Attn: Business Office, 101 SHS, Augusta, ME 04333-0101



TOWN OF HAMPDEN
DEPARTMENT OF PUBLIC WORKS

106 WESTERN AVE.
HAMPDEN, ME 04444

TEL 862-3337

FAX 862-3910

December 15, 2016

To: Angus Jennings
From: Sean Currier
Subject: Exterior Lighting Repairs – Municipal Building

I was approached by Public Safety requesting I review the exterior lighting that is currently not working on the Municipal Building. This time of year, it is dark by 4:00pm-4:30pm making it more of a safety concern. There is a significant amount of lighting that is not working along the Fire/Police (down back) side of the building. Also not working is the wall pack and flood light at the flag pole and several entrance doors. The following lighting would be rectified as part of this repair and changed to LED:

- New LED spot light illuminating the flag
- Retrofit existing wall pack at flag to LED (currently not working)-
Retrofit wall pack to LED must be verified for size
- Retrofit two additional existing wall packs to LED (currently not working)-
Retrofit to LED must be verified for size
- Replace broken photocell by Fire Dept. entrance
- Fix two existing wall packs by Fire Dept. bay doors
- Retrofit two existing parking lot lights (tall poles) with LED conversion (currently working intermittently)
- Retrofit existing under canopy entrances to LED (currently not working)
- New dimmable LED light in Town office lobby-(new 2'x2' high output LED fixture provided at no cost by Hampden Electric)

Note: if wall pack retrofit does not work, new LED fixtures would be installed

I would like to recommend that we pay for the building lighting repairs out of the Municipal Building Reserve account 3-702-00, in the amount not to exceed \$3,295.00. If the existing wall packs to LED retrofits are verified workable, the cost would be \$2,728.00. Additional LED conversions will be budgeted in FY18.

Thank you for your consideration.
Sean Currier

Current Account Status

G 3-702-00 RESERVE ACCT / MUNIC BLD

-15,521.93 = Beg Bal -17,584.28 = YTD Net -33,106.21 = Balance
0.00 = Adjust 0.00 = YTD Enc

Per	Jrnl	Check	Date	Vendor-----	Description-----	RCB / Type		Debits	Credits
08	0151	1818	08/24/16	00392 P D Q DOOR C	BUILDING MATERIAL	R	AP	1,000.00	0.00
09	0222	1825	09/14/16	00141 E.J.PRESCOTT	BLDG DRAINAGE SUPPLIES	R	AP	840.72	0.00
10	0298		10/06/16		10/06/2016 C/R	R	CR	0.00	20,000.00
11	0393	1834	11/16/16	00392 P D Q DOOR C	COUNTER SHUTTER DOOR	R	AP	129.00	0.00
11	0393	1834	11/16/16	00392 P D Q DOOR C	HPD GARAGE DOOR MOTOR	R	AP	158.00	0.00
11	0424	1837	11/23/16	00271 LAWSON'S LOC	LEVERSET	R	AP	288.00	0.00
Totals-								2,415.72	20,000.00

Monthly Summary

Month	--Regular Entries--		--Balance Entries--	
	Debits	Credits	Debits	Credits
August	1,000.00	0.00	0.00	0.00
September	840.72	0.00	0.00	0.00
October	0.00	20,000.00	0.00	0.00
November	575.00	0.00	0.00	0.00
Totals	2,415.72	20,000.00	0.00	0.00

4-c

Certificate Of Recommitment

36 M.S.R.A § 763

COUNTY OF Penobscot ss.

STATE OF MAINE

TO: Barbara A. Geaghan, Tax Collector of the Municipality of Hampden

Herewith are committed to you true lists of the assessments of the Estates of the persons therein named; you are to levy and collection the same, of each one his/her respective amount, therein set down of the sum total of \$5,457,223.17 (being the yet uncollected amount of the lists contained herein), according to the tenor of the foregoing warrant.

Given under our hands this 19th day of December 2016.

Municipal Officers

Kevin J. Karter

Certificate Of Settlement

36 M.S.R.A § 763

COUNTY OF Penobscot ss.

STATE OF MAINE

TO: Cheryl M. Johnson, Tax Collector of the Municipality of Hampden within this County:
We hereby certify that the 2010 taxes committed to you consisting of:

Real and Personal Tax commitments:	\$8,692,679.46
Supplemental commitments totaling:	\$302.10
Interest	\$13,668.07
A grand total of:	\$8,706,649.63
Cash Payments:	\$8,506,989.99
Abatements Granted:	\$46,571.10
Tax Lien Mortgages: (Recorded in the Penobscot County Registry of Deeds)	\$153,058.33
Other Credits:	\$0.00
A net total of:	\$8,706,619.42
Balance Due of:	\$30.21

Under authority contained in MRSA, Title 36, Section 763, as amended, we hereby discharge you from further liability or obligation to collect the balance due of : \$30.21 and acknowledge receipt of the tax lists for the taxable year 2010.

Given under our hands this 19th day of December 2016.

Municipal Officers

Certificate Of Settlement

36 M.S.R.A § 763

COUNTY OF Penobscot ss.

STATE OF MAINE

TO: Cheryl M. Johnson, Tax Collector of the Municipality of Hampden within this County:
We hereby certify that the 2011 taxes committed to you consisting of:

Real and Personal Tax commitments:	\$8,943,489.24
Supplemental commitments totaling:	\$13,132.11
Interest	\$11,470.49
A grand total of:	\$8,968,091.84
Cash Payments:	\$8,793,640.19
Abatements Granted:	\$49,220.38
Tax Lien Mortgages:	
(Recorded in the Penobscot County Registry of Deeds)	\$124,781.29
Other Credits:	\$0.00
A net total of:	\$8,967,641.86
Balance Due of:	\$449.98

Under authority contained in MRSA, Title 36, Section 763, as amended, we hereby discharge you from further liability or obligation to collect the balance due of : \$449.98 and acknowledge receipt of the tax lists for the taxable year 2011.

Given under our hands this 19th day of December 2016.

Municipal Officers

Certificate Of Settlement

36 M.S.R.A § 763

COUNTY OF Penobscot ss.

STATE OF MAINE

TO: Cheryl M. Johnson, Tax Collector of the Municipality of Hampden within this County:
We hereby certify that the 2012 taxes committed to you consisting of:

Real and Personal Tax commitments:	\$9,101,970.90
Supplemental commitments totaling:	\$9,483.66
Interest	\$11,471.77
A grand total of:	\$9,122,926.33
Cash Payments:	\$8,955,411.51
Abatements Granted:	\$41,512.37
Tax Lien Mortgages:	
(Recorded in the Penobscot County Registry of Deeds)	\$124,585.76
Other Credits:	\$0.00
A net total of:	\$9,121,509.64
Balance Due of:	\$1,416.69

Under authority contained in MRSA, Title 36, Section 763, as amended, we hereby discharge you from further liability or obligation to collect the balance due of : \$1,416.69 and acknowledge receipt of the tax lists for the taxable year 2012.

Given under our hands this 19th day of December 2016.

Municipal Officers

Certificate Of Settlement

36 M.S.R.A § 763

COUNTY OF Penobscot ss.

STATE OF MAINE

TO: Cheryl M. Johnson, Tax Collector of the Municipality of Hampden within this County:
We hereby certify that the 2013 taxes committed to you consisting of:

Real and Personal Tax commitments:	\$9,232,401.78
Supplemental commitments totaling:	\$24,153.09
Interest	\$13,082.06
A grand total of:	\$9,269,636.93
Cash Payments:	\$9,108,844.92
Abatements Granted:	\$21,153.90
Tax Lien Mortgages: (Recorded in the Penobscot County Registry of Deeds)	\$138,161.00
Other Credits:	\$0.00
A net total of:	\$9,268,159.82
Balance Due of:	\$1,477.11

Under authority contained in MRSA, Title 36, Section 763, as amended, we hereby discharge you from further liability or obligation to collect the balance due of : \$1,477.11 and acknowledge receipt of the tax lists for the taxable year 2013.

Given under our hands this 19th day of December 2016.

Municipal Officers

Certificate Of Settlement

36 M.S.R.A § 763

COUNTY OF Penobscot ss.

STATE OF MAINE

TO: Cheryl M. Johnson, Tax Collector of the Municipality of Hampden within this County:
We hereby certify that the 2014 taxes committed to you consisting of:

Real and Personal Tax commitments:	\$9,864,547.47
Supplemental commitments totaling:	\$54,043.64
Interest	\$13,503.72
A grand total of:	\$9,932,094.83
Cash Payments:	\$9,725,651.31
Abatements Granted:	\$50,554.40
Tax Lien Mortgages: (Recorded in the Penobscot County Registry of Deeds)	\$154,595.43
Other Credits:	\$0.00
A net total of:	\$9,930,801.14
Balance Due of:	\$1,293.69

Under authority contained in MRSA, Title 36, Section 763, as amended, we hereby discharge you from further liability or obligation to collect the balance due of : \$1,293.69 and acknowledge receipt of the tax lists for the taxable year 2014.

Given under our hands this 19th day of December 2016.

Municipal Officers

Certificate Of Settlement

36 M.S.R.A § 763

COUNTY OF Penobscot ss.

STATE OF MAINE

TO: Cheryl M. Johnson, Tax Collector of the Municipality of Hampden within this County:
We hereby certify that the 2015 taxes committed to you consisting of:

Real and Personal Tax commitments:	\$10,484,601.75
Supplemental commitments totaling:	\$5,391.36
Interest	\$14,595.66
A grand total of:	\$10,504,588.77
Cash Payments:	\$10,299,896.00
Abatements Granted:	\$23,107.56
Tax Lien Mortgages: (Recorded in the Penobscot County Registry of Deeds)	\$178,621.92
Other Credits:	\$0.00
A net total of:	\$10,501,625.48
Balance Due of:	\$2,963.29

Under authority contained in MRSA, Title 36, Section 763, as amended, we hereby discharge you from further liability or obligation to collect the balance due of : \$2,963.29 and acknowledge receipt of the tax lists for the taxable year 2015.

Given under our hands this 19th day of December 2016.

Municipal Officers

Certificate Of Settlement

36 M.S.R.A § 763

COUNTY OF Penobscot ss.

STATE OF MAINE

TO: Cheryl M. Johnson, Tax Collector of the Municipality of Hampden within this County:
We hereby certify that the 2016 taxes committed to you consisting of:

Real and Personal Tax commitments:	\$10,840,572.75
Supplemental commitments totaling:	\$1,131.40
Interest	\$13,163.55
A grand total of:	\$10,854,867.70
Cash Payments:	\$10,699,024.29
Abatements Granted:	\$9,786.00
Tax Lien Mortgages: (Recorded in the Penobscot County Registry of Deeds)	\$138,747.55
Other Credits:	\$0.00
A net total of:	\$10,847,557.84
Balance Due of:	\$7,309.86

Under authority contained in MRSA, Title 36, Section 763, as amended, we hereby discharge you from further liability or obligation to collect the balance due of : \$7,309.86 and acknowledge receipt of the tax lists for the taxable year 2016.

Given under our hands this 19th day of December 2016.

Municipal Officers

Certificate Of Settlement

36 M.S.R.A § 763

COUNTY OF Penobscot ss.

STATE OF MAINE

TO: Cheryl M. Johnson, Tax Collector of the Municipality of Hampden within this County:
We hereby certify that the 2017 taxes committed to you consisting of:

Real and Personal Tax commitments:	\$11,430,790.28
Supplemental commitments totaling:	\$9,379.50
Interest	\$1,233.47
A grand total of:	\$11,441,403.25
Cash Payments:	\$5,995,920.30
Abatements Granted:	\$3,177.51
Tax Lien Mortgages: (Recorded in the Penobscot County Registry of Deeds)	\$0.00
Other Credits:	\$0.00
A net total of:	\$5,999,097.81
Balance Due of:	\$5,442,305.44

Under authority contained in MRSA, Title 36, Section 763, as amended, we hereby discharge you from further liability or obligation to collect the balance due of : \$5,442,305.44 and acknowledge receipt of the tax lists for the taxable year 2017.

Given under our hands this 19th day of December 2016.

Municipal Officers
